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Tender

## Research Ethics Management System

ASTON UNIVERSITY

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-026106

Procurement identifier (OCID): ocds-h6vhtk-051ff4 ([view related notices](#))

Published 23 May 2025, 12:04pm

## Scope

## Reference

1109

## Description

Aston University is seeking proposals from Suppliers who are able to provide a Research Ethics Management System suitable for use within a Higher Education Environment.

The Research Integrity Office (RIO) are responsible for ethics evaluation of research projects across the following stakeholder groups:

- Research active staff.
- Postgraduate Researchers (PGRs).
- UG/PG taught students.

Ethics management consists of entirely manual processes involving email, MS Word, and MS Excel, delivered by three people.

The RIO is a small team for the workload, smaller than equivalent teams at other institutions. Whilst the team has grown, so has the complexity and volume of their workload. With the workload demand of the current process, there are not enough reviewers in the Colleges.

With this manual and unsustainable way of working, process reengineering is required with proactive and compliant solutions to allow staff to manage the ethics approval process, in an efficient environment where there is positive sentiment and an understanding of the consequences and the broader context of ethical approval.

Proposals will also include ongoing hosting and maintenance provision.

The full specification is available as part of the procurement documents available through Aston's e-tendering portal.

### **Total value (estimated)**

- £215,000 including VAT

Above the relevant threshold

### **Contract dates (estimated)**

- 31 July 2025 to 30 July 2028
- Possible extension to 30 July 2030
- 5 years

Description of possible extension:

The initial contract period will be for 3 years with the option to extend for a further 2 years, based on 2 x 12 month periods.

Any subsequent extension to the contract will be agreed between Aston and the Supplier. It is likely that Aston will seek the Supplier to demonstrate improvements and/or price reductions before considering an extension. For any extension(s) to the contract, discussions with the Supplier shall be conducted sufficiently far in advance of the contract

expiry date to arrive at an agreed position.

## **Main procurement category**

Services

## **CPV classifications**

- 72260000 - Software-related services

## **Contract locations**

- UKG31 - Birmingham

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## **Participation**

### **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Enquiry deadline**

10 June 2025, 12:00pm

## **Tender submission deadline**

17 June 2025, 12:00pm

## **Submission address and any special instructions**

Submissions must be made via our e-tendering portal ProContract. Suppliers will need to register to gain access to the project using the following url address -

<https://procontract.due-north.com/Opportunities/Index?v=2>

## **Tenders may be submitted electronically**

Yes

## **Languages that may be used for submission**

English

## **Award decision date (estimated)**

9 July 2025

## **Recurring procurement**

Publication date of next tender notice (estimated): 31 March 2029

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## **Award criteria**

Name	Type	Weighting
Functional and Non-Functional Quality Requirements		70%
Pricing and Milestones	Cost	30%

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## Other information

### Description of risks to contract performance

Dependency on third-party data integration timelines that result in delays beyond the control of the project team. This may trigger the need to adjust deliverables, requirements etc.

### Conflicts assessment prepared/revised

Yes

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## Procedure

### Procedure type

Open procedure

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## Documents

### Technical specifications to be met

<https://procontract.due-north.com/Opportunities/Index?v=2>

Suppliers are required to submit their tender response on our e-tendering portal ProContract. Suppliers must first register on the ProContract portal to enable access to the tender documentation. Please use the following URL <https://procontract.due-north.com/Opportunities/Index?v=2>

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## Contracting authority

### ASTON UNIVERSITY

- Companies House: RC000904
- Public Procurement Organisation Number: PTLB-7496-TPTR

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Birmingham

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Region: UKG31 - Birmingham

Organisation type: Public authority - sub-central government

